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██████████ Admin

Notice #2

13 November 1961

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MEMORANDUM FOR: All Recipients of ██████████ Monthly Reports--
Part I Technical Report Status

FROM: ██████████ Senior COR, ██████████ 25X1A2g

SUBJECT: ██████████ Monthly Report--Dissemination,
Purpose Thereof, and Suggested Utilization

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1. Under existing contract terms, ██████████ is required to submit by the tenth of each month a Monthly Report Covering the preceding month's activity. This report is composed of two parts, Part I covering the status of technical reports and Part II treating administrative, personnel, and financial matters.

2. Commencing with the September 1961 Monthly Report, the following standard dissemination policy within CIA will be followed:

a. Multiple routing of Monthly Report Parts I and II to:
AD/SI; Chief, Space Division; Chief, Defensive Systems Division;
Chief, ORR Guided Missiles Task Force for return to ██████████
for master file.

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b. Part I, Technical Report Status, to each of the following:
OSD; SD (2 cys); DSD (2 cys); ESPD (1 cy); OSI Staff (1 cy);
ORR GM Task Force (3 cys); OCR (1 cy for Special Register or
Doc. Div. depending on classification).

c. In addition, a few copies of Part I will be available for dissemination as required to one or more of the following:
OSD/████████/LSD/GSD; DDP; NPIC; ONE; OCI (Mil. Div.) and possibly GMAIC. This dissemination will not be on a regular or automatic basis but will depend on the pertinence of the report's content. In this regard, it would be helpful if regular recipients of the report would notify ██████████ when in their opinion a particular report should be directed to one or more of the above or additional elements.

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* -SUBJECT: [REDACTED] Monthly Report--Dissemination and Purpose
Thereof, Suggested Utilization

25X1A9a d. Recipients of the Monthly Report are requested to return to [REDACTED] (5G11) copies of the monthly report whenever retention is not desired. This procedure will make it possible, on occasion, to provide extra copies to other recipients whenever unusually wide spread interest is associated with a particular work area or study report. Requests for additional copies of monthly reports should be directed to [REDACTED] 25X1A9a
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3. The purpose of the [REDACTED] Monthly Report is to provide a convenient and regular media for the contractor to report the status of research in each of the assigned work areas [REDACTED]

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[REDACTED] In addition to indicating the status of research in each of the active work areas, the contractor will include in the Monthly Report significant findings and interpretations for the Sponsors' benefit prior to the completion of a formal Study or Technical Memorandum. These Monthly Reports, therefore, provide an opportunity to:

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a. Indicate verbally or in writing to the Senior COR or [REDACTED] instances where the Project's efforts are of unusual significance and should be pursued rapidly, are undesirable or unprofitable investigations and should be curtailed, and/or are suffering from lack of intelligence background material which is known to exist. In the latter case, all interested parties are encouraged to forward background material to [REDACTED] for 25X1A9a dispatch to [REDACTED] as frequently as possible.

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b. Utilize these advance Project views in the preparation of SID or SIM material as well as other forms of intelligence reporting. 25X1A5a1

c. Identify [REDACTED] activity which would be benefited by correspondence or direct contact through visits.

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